

Sample Format for a Statement of Work (SOW)

1. **PROJECT TITLE:** Provide a short, descriptive title of the work to be performed.
2. **BACKGROUND:** Describe the need for the goods or services, the current environment, and the office's mission as it relates to this requirement. Provide a brief description/summary of the goods or services sought.
3. **SCOPE:** Indicate which EAGLE contract functional categories apply to the work to be performed. Include a high-level view of the procurement, its objectives, size, and projected outcomes. Do not include anything that will not contribute to the expected result. Do include impacts/implications.
4. **APPLICABLE DOCUMENTS:** List relevant legal, regulatory, policy, and security documents. Include publication number, title, version, date, where the document can be obtained, etc. State which portions of the documents apply.
5. **SPECIFIC TASKS:** Provide a narrative of the specific tasks that make up the SOW. Number the tasks sequentially, e.g., Task 1 - title of task and description, Task 2 - title of task and description, etc. Describe in clear terms, using active language, what work will be performed. The requirement must be defined sufficiently for the contractor to submit a realistic proposal and for the Government to negotiate a meaningful price or estimated cost. SOWs must be "outcome-based," i.e., they must include the development and delivery of actual products (e.g., assessment report, migration strategy, implementation plan, etc.).
6. **DELIVERABLES AND DELIVERY SCHEDULE:** List all outputs/outcomes with specific due dates or timeframes. Include media type, quantity, and delivery point(s). State due dates in terms of calendar days after task order (TO) award.
7. **GOVERNMENT-FURNISHED EQUIPMENT AND INFORMATION:** Identify the Government-furnished equipment and information, if any, to be provided to the contractor, and identify any limitations on use. Be as specific as possible.
8. **PLACE OF PERFORMANCE:** Specify whether the work will be performed at the contractor's site or at a Government site. Provide exact address if possible. Describe any local or long distance travel the contractor will be required to perform.
9. **PERIOD OF PERFORMANCE:** State the period of performance in terms of total calendar days after TO award (e.g., 365 calendar days after TO award), or in terms of start and end date, e.g., October 1, 20XX through September 30, 20XX. The use of "calendar days" provides an accurate understanding of the actual length of the TO, and allows the actual dates of performance to be set at the time of TO award.
10. **SECURITY:** State whether the work will be UNCLASSIFIED, CONFIDENTIAL, SECRET or TOP SECRET. The contract security classification specification, **XXX**

Form XXX, in the EAGLE contracts provides for a TOP SECRET level classification, which includes safeguarding at the prime contractor's facility.